



**HEADQUARTERS
UNITED STATES MILITARY TRAINING MISSION
TO SAUDI ARABIA
APO AE 09803-1300**

The USMTM J4 Personal Property Shipping Office provides service for all military and DOD civilian members, regardless of organization.

Phone: SPPN 498-2427 or 2428 (from mobile: 011 498-3540, extension 2427 or 2428)

Email: centcom.evab.usmtm.mbx.tmo@mail.mil

Inbound Personal Property

To arrange an inbound personal property delivery, please visit our office at any time during our normal business hours. Personnel not stationed on Eskan Village may call or email to arrange service.

We will need the following documents/information to arrange delivery:

- Orders
- Delivery address
- Cell phone number

You may choose any date Sunday-Thursday for your delivery date, excluding any government or Saudi holidays. We need at least 24 hours notice to arrange a delivery.

You must be available from 0800-1700 on your delivery date. The carrier will contact you before delivery. Failure to be at your villa can result in an attempted delivery fee charged by the carrier. This fee is the member's responsibility and can be anywhere from 400 to 2000 SAR.

Outbound Personal Property

To arrange an outbound personal property shipment, please visit our office at any time during our normal business hours. Personnel not stationed on Eskan Village may call or email to arrange service.

We will need copies of the following documents to arrange pickup:

- Orders
- Diplomatic or official passport
- Visa (should not expire before your requested pickup date)

You may choose any date Sunday-Thursday for your pack/pickup date, excluding any government or Saudi holidays. We need at least 24 hours notice to arrange a pickup. We suggest that you **have your property picked up at least two weeks prior to your departure** to account for any delays. All outbound shipments from KSA are given 35 to 45 days to arrive at the destination, so please plan accordingly.

You must be available from 0800-1700 on all pack/pickup dates. Failure to be at your villa may result in an attempted pickup fee, which is charged by the carrier. This fee is the member's responsibility and can range from 300 to 2000 SAR.
